

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S9315

6. OPM Certification No.

9. Subject to IA Action
 Yes No

13. Competitive Level Code
0001

14. Agency Use

2. Reason for Submission
 Redescription New Hdqtrs. Field
 Reestablishment Other

3. Service

4. Employing Office Location
Arlington, VA

5. Duty Station
Various

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interests

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position is:
 Supervisory Managerial Neither

12. Sensitivity
 1-Non Sensitive 2-Noncritical Sensitive 3-Critical Sensitive 4-Special Sensitive

| 15. Classified/Graded by | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
|---|---|---------------|-------------------|---------------|-----------|----------------|
| a. U.S. Office of Personnel Management | Tech Office Automation Assistant | YB | 0326 | 01 | sj | 8/29/05 |
| b. Department, Agency or Establishment | | GS | | 05 | | |
| c. Second Level Review | | | | | | |
| d. First Level Review | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

16. Organizational Title of Position (If different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Department of Defense Education Activity

a. First Subdivision
Area

b. Second Subdivision
District

c. Third Subdivision
School

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review: This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher Level Supervisor or Manager (optional)

Signature _____ Date _____

Signature _____ Date _____

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920 GS-0326

Typed Name and Title of Official Taking Action
**LAURA J. PERKINS
Chief, Classification and Compensation**

Signature *Laura J. Perkins* Date **30 Aug 05**

GLG for Office Automation
Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

| 23. Position Review | Initials | Date |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks
This standardized position for Office Automation **Tech YB 01 Assistant, GS-0326-05**, is appropriate for use at any DoDEA school.

INTRODUCTION

The Department of Defense Education Activity (DoDEA) is a major Department of Defense (DoD) field activity with worldwide scope and the critical mission of ensuring that high quality education programs, from preschool through grade 12, are provided for eligible dependents of DoD military service members and civilian employees stationed in 13 foreign countries, seven states, Guam, and Puerto Rico. DoDEA is comprised of the Department of Defense Dependents Schools (DoDDS), the overseas component, and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS), the “stateside” component. DoDEA currently operates over 223 schools which employ approximately 14,500 professional educators and support staff serving over 101,500 students. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. DoDEA schools are fully accredited by U.S. regional accreditation agencies, and the DoDEA educational program consistently rates at or near the top in comparison with other U.S. school systems.

This standardized position description for Office Automation Tech, YB-0326-01 is appropriate for use at any DoDEA school. The purpose of the position is to perform office automation work, including word processing, and a variety of clerical functions in support of the school to which assigned.

MAJOR DUTIES

Office Automation Duties

Uses a personal computer and multiple functions of a variety of software types (e.g., word processing, spreadsheets, databases, graphics) to prepare a variety of letters, messages, memoranda, reports, statistical material, graphics, school bulletins, parent newsletters, faculty and parent handbooks, and other documents from oral instructions, hand-written rough drafts, or voice recordings. Also prepares transmittals, requests for supplies, a variety of forms, and related material. Responsible for correct format, spelling, punctuation, and grammar.

Serves as backup to and assists the School Information Assistant by entering and retrieving information in the School Management System (SMS) database. Assists in registration of incoming students. On an as-needed basis, performs other tasks in support of the School Information Assistant, utilizing database or spreadsheet software to enter, review, sort, or calculate and retrieve data for standard reports.

Administrative and Clerical Duties

Establishes and manages all files and records related to school correspondence/mail distribution, and Freedom of Information Act data. Responds to letters of inquiry whenever possible, routing to the principal or assistant principal correspondence requiring their personal attention. Ensures distribution and/or appropriate posting of information of interest and concern to school personnel. Maintains suspense files and follows up to ensure that deadlines are met.

Orders and maintains supplies and materials.

Performs a variety of administrative and clerical duties unique to the school environment, including but not limited to one or more of the following:

- Maintains all faculty and staff personnel folders, and ensures proper documentation is filed and maintained in each folder to include certification/recertification requests, Standard Form-50, official transcripts, and DoDEA teaching certificates. Files appropriate forms and transcripts to ensure teacher certification/recertification records are properly maintained and requirements are up-to-date, including tracking, preparing, documenting, and filing of teacher certification/recertification requests. Ensures the maintenance of the school's file plans and updates when required.
- Prepares and tracks the school's complex Military Interdepartmental Purchase Requests (MIPR), and provides printouts of available funds information to the school principal using Microsoft Excel software. Prepares and forwards all billing requests to the appropriate agencies.
- Maintains the Key Control Register and controls the issuance of office and/or school keys. Conducts semi-annual inventories of keys. Prepares all requests for keys and locks. Reports loss or theft of keys to the school principal.
- Serves as the school's Telephone Control Officer (TCO). Prepares, tracks, and verifies the information of all AF-3215 requests for telephones, radios, and intercom systems.
- Publications and Regulations. Orders, maintains, and displays controlling regulations, publications and required forms that may have been issued by a variety of sources (i.e., DoD, DoDEA, the military service(s) represented in the area, or other controlling organization such as DFAS or OPM). Serves as the school's Customer Account Representative (CAR).

In the absence of the school's secretary, performs the following tasks:

- Exercising discretion and knowledge of applicable school policies and regulations, receives calls, greets visitors, and directs inquiries to the appropriate school staff member. Determines the purpose of calls and visits and either responds to issues or refers caller or visitor to the appropriate staff member.
- Maintains time and attendance, and leave records. Processes timecards and transmits administrative and other school personnel payroll data.
- Compiles information for administrative and recurring technical reports. Based on general instructions as to type of information required and its purpose, obtains information and technical data from such sources as records and reports in school files or computer databases.

Performs other duties as assigned.

Factor 1, Knowledge Required by the Position

FL 1-3, 350 points

Knowledge of the capabilities, operating characteristics, and functions of one or more types of office automation software (e.g., word processing, desktop publishing, graphics, database, or spreadsheet) to perform a substantial range of office automation tasks in support of the school to which assigned.

Procedural knowledge to perform a substantial range of functions in several software types to meet various school needs and produce a wide range of documents incorporating data from different software applications, or to update databases and/or spreadsheets.

Knowledge of the functions, programs, structure, routines, and procedures of the school to which assigned to take phone calls and receive visitors, personally provide information on routine or procedural matters, or refer the question to the appropriate staff member.

Knowledge of the school's administrative system sufficient to perform such tasks as locating and summarizing material, filing material that may be difficult to categorize, as well as the more routine filing and mail duties. Knowledge of the requirements and procedures pertaining to file and record maintenance.

Knowledge of administrative and clerical rules, practices, and procedures applicable to the processing of forms and requests used in various office support tasks, such as time and attendance, travel, and office supply requisitioning.

Factor 2, Supervisory Controls

FL 2-3, 275 points

The incumbent works under the general administrative supervision of the school principal or assistant principal who outlines objectives, priorities, and deadlines that will ensure the smooth operation of the school office. The employee independently performs daily tasks, handling problems and deviations in the work assignments in accordance with accepted school practices. The supervisor assists in unusual situations where it may be necessary to deviate from established school policies or procedures.

Because the supervisor may not be readily available for advice and guidance, the employee must exercise sound judgment in resolving problems of an immediate nature. Completed work is evaluated for technical soundness, appropriateness, and conformance to school policy requirements. Methods used are not normally reviewed in detail.

Factor 3, Guidelines

FL 3-2, 125 points

The employee selects the most appropriate guidance from among established procedures. Judgment is required either because the guides are numerous and similar, or because there are alternative procedures for accomplishing a function. Guidelines typically include DoDEA regulations, software user manuals and tutorials, dictionaries, correspondence manuals, time and leave instructions, and sample work products. The supervisor is consulted if the existing guidelines cannot be applied or significant deviations are proposed.

Factor 4, Complexity

FL 4-2, 75 points

The employee performs duties that involve related steps, processes, or methods that are often numerous and varied. Determines what needs to be done based on choices between alternatives with easily recognizable differences. Selects the appropriate procedures and/or action, choosing among options that differ in such things as the type of software used, type of document or report to be produced or edited, or existing prerecorded formats. Much of the work is complicated due to the coordination required with external parties and the limited availability of time to analyze the issues presented in many individual situations.

Factor 5, Scope and Effect

FL 5-1, 25 points

The purpose of the position is to relieve the principal or assistant principal and other administrators of routine administrative and miscellaneous clerical work. The employee follows established rules and procedures to perform specific recurring tasks in maintaining electronic records such as directories and registration databases, and produces various reports and publications in support of school administrators and teachers. The work affects the efficiency, accuracy, and reliability of administrative and clerical processes of the school, and consequently the ability of the administrators to devote their attention to the children's education.

Factor 6, Personal Contacts

FL 6-1, 10 points

Contacts are primarily with employees within the assigned school, such as document originators and points of contact for various school functions. Additional contacts are with students and their parents when they visit the school office.

Factor 7, Purpose of Contacts

FL 7-1, 20 points

Contacts are made to exchange information necessary to accomplish assignments. Contacts with students and parents are to welcome them to the office and direct them to the appropriate staff member.

Factor 8, Physical Demands

FL 8-1, 5 points

The work is primarily sedentary, and the employee is seated comfortably at a desk or computer station. There may be some walking, standing, bending, or carrying of light items.

Factor 9, Work Environment

FL 9-1, 5 points

The employee works in an adequately lighted and ventilated office environment, observing normal safety precautions for an office environment. Some positions are located overseas, requiring accommodation to foreign culture and adjustment to a variety of personal inconveniences, to include the possibility of exposure to terrorist attacks.